

RESERVIOR HIGH SCHOOL MUSIC BOOSTERS  
REIMBURSEMENT REQUEST FORM  
2011/2012 SCHOOL YEAR  
(Previous Editions Unusable)

DATE: \_\_\_\_\_

REQUESTER NAME: \_\_\_\_\_

REQUESTER ADDRESS:

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REQUESTER E-MAIL ADDRESS: \_\_\_\_\_

REQUESTER PHONE: \_\_\_\_\_

PURPOSE/MUSIC BOOSTER ACCOUNT:

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TOTAL REIMBURSEMENT AMOUNT REQUESTED: \$\_\_\_\_\_

BASIS/EXPLANATION OF REIMBURSEMENT REQUEST: \_\_\_\_\_

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PLEASE ATTACH ALL RECEIPTS TO THIS FORM AND FORWARD TO:

RHS MUSIC BOOSTER TREASURER  
11304 WINDSOR WALK COURT  
LAUREL, MD 20723

QUESTIONS REGARDING REIMBURSEMENT STATUS MAY BE DIRECTED TO  
JOHN MEEHAN AT (301) 317-8794 or rhsmusic\_treas@yahoo.com

NOTE: (1) PLACING REIMBURSEMENT REQUESTS IN THE MUSIC BOOSTER  
BOX AT SCHOOL MAY RESULT IN PROCESSING DELAYS DUE TO  
CHALLENGES ASSOCIATED WITH ACCESSING THE BOX; AND (2)  
REIMBURSEMENT WILL BE PROVIDED IN AN ENVELOPE SHOWING "PNC  
BANK" AS THE RETURN ADDRESS. PLEASE WATCH YOUR MAIL FOR IT!

THANK YOU.